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## IMC Meeting Minutes: 11-18-2005

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Minutes transcribed by Jennifer Larsen, OSPB and Elain Radford, IMC Program Coordinator.

### **I. Call to Order: 1:45 pm – Chairman Picanso**

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IMC Commissioner attendance: Cadman, Dennis, Lutz, May, Picanso, Wells and VanDerSchouw.

Introduction of Commissioners and audience members.

#### **A. Chairman's Remarks**

Chairman Picanso conveyed to the Commission that Commissioner Delmonico lost a close and personal friend unexpectedly and is unable to be present today. Chairman Picanso provided a sympathy card to sign and send to Commissioner Delmonico.

Chairman Picanso informed the Commission that a quorum is not present, therefore no official votes can be taken. He proceeded with a review of the agenda.

Chairman Picanso reported that the Department of Regulatory Agency's decision item for a PUC E-FILE SYSTEM was approved by OSPB after the October IMC meeting. An electronic-vote was conducted with the Commissioners via email and the decision item was approved unanimously November 16, 2005.

Senator May questioned why this decision item was not presented to the Commission at the October annual budget meeting. Chairman Picanso clarified that the department's submittal was on time, and OSPB and OIT required further research before making a final determination. Chairman Picanso commented that in early Spring 2006, the OIT and CIO forum will revisit the entire annual IT budget process.

Commissioner Lutz asked if there were other projects not presented to the IMC in October. Arlene Booker, OIT staff, responded that Non-OSPB reporting agency decision items have not come before the Commission and those decision items will be presented in December.

#### **Action Item**

**(Senator May and Commissioner Lutz)**

Senator May and Commissioner Lutz requests Directors of Non-OSPB reporting agencies to be present at the December IMC monthly meeting to answer decision items that the Commission may have.

#### **B. Meeting Minutes**

Voting on the September and October minutes were delayed due to the lack of a quorum.

#### **C. Motions and Action Items**

Arlene Booker provided the Commission with a brief update of the Motions and Action Items list.

Action Item #2. Senator May asked if the Department of State would incur a federal penalty if HAVA not be up and running by it's expected due date. Secretary of State Dennis replied that she has spoken with the Department of Justice in Washington D.C. and they are understanding of Colorado's situation.

Secretary Dennis also stated that several other states are in the same position, and the Federal Government will allow states time to get up and running without penalty.

Action Item #3. Senator May asked why the *genesis* project has not yet provided a new project plan. Arlene responded that this project is still in litigation and the vendor, Accenture, has until December 6, 2005 to respond.

## II. Old Business

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### A. Projects Readouts (Arlene Booker, OIT Staff)

#### 1. IMC Executive Monthly Project Dashboard Report

Arlene Booker provided the Commission with a brief review of the IMC Monthly Project Dashboard.

Senator May inquired if any decision items regarding the Digital Trunked Radio Project (DTRS) made it through the Office of State Planning and Budgeting (OSPB) to the Joint Budget Committee (JBC.) Rick Malinowski, DPA-DoIT director, reported that DTR has not been receiving state funding for some time, and is mostly funded by grant money. Currently the project covers 60% of geography and 70% of the population with 200 towers working. The goal for the end of the project is to have 95-98 % geography and 100% of the population within 3 years. Commissioner Wells commented that Colorado's DTR project is one of the best in the nation and he anticipates it to be number one in the nation when completed.

Senator May asked if the YELLOW Dashboard rating for the Colorado State Titling Registration System (CSTARS) would effect it's projected deployment date. Arlene confirmed that it will cause a delay, and the Department is currently working on a new deployment date, possibly in January 2006. Arlene commented that the Department anticipates being on track for full deployment in May 2006.

Senator May asked if HIPAA is being impacted by security and/or hacker problems. Arlene responded that the HIPAA project is scheduled to present to the IMC in early 2006 and she will request that they include their security impacts.

Arlene highlighted the Rehabilitation Information System for Employment (RISE) Project as still in RED status. However, RISE is making good progress, has recently hired 3-4 new resources, and are doing a great job in project recovery efforts. Arlene stated the RISE project has been reporting regularly at the Risk Management Subcommittee meetings. Senator May commented he saw the RISE Project on the JBC schedule for late November.

Chairman Picanso reminded the Commission to call him for follow-up information, questions or concerns regarding any IT Projects.

## IV. New Business

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### A. End-User Computing Standards (EUCS)

Rick Malinowski provided a brief review of the EUCS discussion that took place in the November 2005 Enterprise Architecture Subcommittee meeting. Rick reported there were two significant items discussion:

1. Changing the name of the document from “Standards” to “Specifications.” Daniel Sullivan, OIT staff, stated if the document was called “Specifications”, they would not need to be included in the Rules.
2. Updated hardware information included in the EUCS document.

Senator May requested confirmation that agency CIO’s favor the updated EUCS. CIO Forum Executive Managers Rick Malinowski and Brian Balay confirmed agency CIO approval.

Chairman Picanso commented that the EUCS Committee received the CIMA Technology Award and that the award is well deserved. He stated that the EUCS Committee is one of the longest standing committees that keeps the IMC updated on End User Computing Standards and refreshes this document quarterly.

Rick Malinowski reported that another issue discussed in the EA Subcommittee was a recommendation for the Policy Subcommittee to create a common agreement or definition of commonly accepted terms, i.e., standard, guideline, specification. Rick commented that the EA Subcommittee is happy to work with the Policy Subcommittee to provide these definitions.

Action Item	(Commissioner Malinowski)
Policy and EA Subcommittees provide definitions of commonly accepted terms such as, standard, guideline, and specification.	

### B. Rules

Chairman Picanso reviewed the packet handout of IMC Proposed Rules v0.11 documents: Rules Process Schedule, Subcommittees Recommendation Matrix, IMC Proposed Rules draft v0.11, and a draft mock-up version of the Rules.

Commissioner Lutz stated that from an Enterprise Architecture Subcommittee standpoint, the proposed Rules have been discussed extensively with input from the CIOs and a focus on exceptions and the exception process. Commissioner Lutz asked if the CIO Forum agrees with the Rules as they stand. Rick Malinowski and Brian Balay confirmed that the CIO Forum agrees with the proposed Rules as they stand. Commissioner Lutz commented that he has spoken with Steve Uretsky, CIO Forum Executive Manager, who confirmed the exception process is acceptable as written.

Commissioner Wells expressed his concern regarding the certification of compliance paragraph on page 6. He commented that executive directors look to their CIOs or other employees to ensure compliance. Chairman Picanso stated that the intent of this section is for agencies to certify over time they are achieving compliance. Commissioner Wells responded that the current paragraph does not express this intent and needs to be rewritten.

Chairman Picanso asked the Commissioners to indicate if they agree if this paragraph needs to be changed. Commissioner Wells requested OIT staff provide new versions for the IMC to review. Commissioner VanDerSchouw asked if the word “certification” should be deleted from this paragraph and Commissioners indicated their agreement.

**Action Item (Chairman Picanso and Commissioner Wells)**

OIT staff will provide the IMC two or three recommended new versions of this paragraph.

Senator May requested clarification of the drop-dead deadline for IMC adoption of the proposed Rules. Chairman Picanso confirmed that December 27, 2005 is the final deadline for adoption, And commented that an IMC meeting is scheduled for December 16, 2005. Chairman Picanso asked Commissioners to indicate if they planned to attend the December 16<sup>th</sup> scheduled meeting. The Commission indicated that a quorum would not be present. Commissioner Lutz requested the IMC be polled for a new meeting date.

Chairman Picanso reminded the Commission of the scheduled tour of the Traffic Operations Center on December 16<sup>th</sup> and recommended this tour be held in the morning. After discussion, the Commission agreed to hold the TOC tour the morning of December 16<sup>th</sup> and to schedule a special meeting for adoption of the IMC proposed Rules.

**Action Item (Chairman Picanso and Commissioner Wells)**

OIT staff will poll the IMC for a new meeting date focused on adoption of the IMC proposed Rules v0.11.

## **VI. Other Business**

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Chairman Picanso reminds the commission that in December the IMC will be touring CDOT’s Traffic Operation Center (TOC) in Golden the morning of December 16, 2005.

## **Adjournment**

Chairman Picanso adjourned the meeting at 3:15 pm.

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The next IMC will be held on:  
 Friday, December 16, 2005  
 CDOT Traffic Operation Center  
 425 Corporate Circle  
 Golden, CO 80401